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Introduction

The Child Nutrition and WIC Reauthorization Act of 2004 made changes to the verification process for free and reduced-price school meals that result in new requirements for state child nutrition agencies and school districts. The provisions also create options and incentives to reduce verification paperwork and improve program integrity.

The CNP Verification Manual was created to assist Local Education Agencies (LEA) with navigating through the online verification report. This manual includes verification information from the Free and Reduced Price Policy Handbook, however it is not an all inclusive manual. The LEA will need to refer to the Free and Reduced Price Policy Handbook for detailed information regarding verification requirements.

Goals

CNP Verification Manual will guide sponsors through:

- Sampling methods used to select applications
- Verification requirements
- Navigation through CNP Direct Verification
- Navigation through CNP Verification

Summary of Contents

The following topics will be addressed:

- Overview of Verification
- Verification Policy and Procedures
- Sampling Requirements
- Direct Verification
- How to Logon to CNP Direct Verification
- How to Logon to CNP Verification
- Instructions for Completing Verification Report: Part I
- Instructions for Completing Verification Report: Part II
- Frequently Asked Questions
- Access and Security

Key Definitions

CA:

The Cash Assistance (CA) Program provides temporary cash assistance and supportive services to children, individuals, and their families. Individuals, who are ineligible for cash payments due to specific policies, may be eligible to receive Supportive Services. This may include childcare, participation in the Jobs Program, or participation in the Tribal Native Employment Works (NEW) Program.

FDPIR:

Food Distribution Program on Indian Reservations (FDPIR) provides commodity foods to low-income households living on Indian Reservations, and to American Indian households residing in approved areas near reservations or in Oklahoma. Many households participate in the FDPIR as an alternative to the Food Stamp Program, because they do not have easy access to food stamp offices or authorized food stores. The program is administered at the Federal level by the Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture. Indian Tribal Organizations (ITOs) or an agency of a State government administers FDPIR.

FS:

The Food Stamp (FS) Program provides eligible households with food stamp benefits to help supplement their nutritional diets. Food Stamp benefits are used like cash and may be used to purchase eligible food products and various other products as approved by the Program. The amount of benefits an individual may receive is based upon the U.S. Department of Agriculture (USDA) Thrifty Food Plan. This plan is an estimate of what it costs to provide nutritious, yet inexpensive meals.

TANF:

Temporary Assistance for Needy Families (TANF) provides assistance and work opportunities to needy families by granting states the federal funds and wide flexibility to develop and implement their own welfare programs.

TANF benefits or services include the following:

Cash Assistance (CA), which may include, but is not limited to the following: CA Grant Diversion, Kinship Care, Kinship Foster Care, Legal Permanent Guardian, Tribal TANF programs, Child Care services identified by CCA and Jobs Administration services.

Categorically Eligible:

All homeless, runaway, and migrant children are classified as categorically eligible. Once the children are identified by a homeless education liaison, shelter director, migrant education coordinator, or other appropriate official, such children do not have to submit an application to receive free meals and **are not** subject to verification.

Overview of Verification

Verification

Verification is confirmation of eligibility for free and reduced-price meals under the National School Lunch Program or School Breakfast Program. Verification **MUST** include either confirmation of income eligibility and/or confirmation that the child is eligible to receive Food Stamps (FS), Cash Assistance (CA), or is eligible to participate in the Food Distribution Program on Indian Reservations (FDPIR). At State or local discretion, verification may also include confirmation of any other information on the application, which is required as a condition of eligibility.

Exemptions from Verification

- All homeless, runaway, and migrant children are categorically eligible for free meals
 once identified by a homeless education liaison, shelter director, migrant education
 coordinator, or another appropriate official. Once identified, such children do not
 have to submit an application to receive free meals and are not subject to
 verification.
- Children directly certified under direct certification procedures **are not** subject to verification.
- Residential Child Care Institutions, with the exception of those who have day students in attendance **are not** subject to verification. Day student applications must be verified.
- Schools participating in the Special Milk Program and do not collect income applications are not subject to verification.
 - *Note: Schools may choose not to count applications for children in split-session kindergarten programs participating in the Special Milk Program when determining the verification sample size. This situation would only occur in a school where all remaining grades participate in the SBP and/or NSLP.
- Local Educational Agencies (LEA) in which schools are participating in Special Assistance Provision 2 and/or Provision 3 and are operating a NON-base year **are not** subject to verification.
 - *Note: Special Assistance sponsors operating a BASE year school are required to complete verification procedures.

Verification Policies and Procedures

General Requirements

Annually, each Local Educational Agency (LEA) MUST select and verify a sample of applications approved for benefits, **excluding** all directly certified children and categorically eligible children.

- LEAs MUST use the Standard Sampling Method, except those who qualify for one of the Administrative Relief Methods (Random or Focused Sampling). For details on determining your sampling method and verification sample size refer to pages 8-16.
- LEAs do have the option to verify 100 percent of all applications.
- The required sample size is based on the total number of approved **applications** on file as of October 1, regardless of whether the LEA utilizes the Standard Sampling Method or one of the Administrative Relief Methods (Random or Focused Sampling).

Although the required sample size under both Standard and Administrative Relief Methods are based on the number of approved applications on file as of October 1, LEAs may begin verification prior to this date. LEAs may, based on experience, project the number of approved applications that they anticipate will be on file as of October 1. However, the LEA MUST compare this estimate with the actual number of applications on file as of October 1 and increase the sample size if the total number of approved applications on file exceeds the estimate.

NOTE: An application is counted as one application regardless of whether it is a multichild application (household application) or an application for one child. The sample size depends on the number of paper applications, not the number of children represented. When calculating sample sizes, all fractions or decimals MUST be rounded upward to the nearest whole number. A multi-child application counts as one application in calculating the sample size.

Overview of Sampling Methods

- Under the <u>Standard Sampling Method</u>, the LEA MUST verify a minimum of the lesser of 3 percent or 3000 of the total number of approved applications selected from error-prone applications (within \$100 per month or \$1,200 per year), excluding all directly certified children and categorically eligible children.
 - Refer to pages 8-9 for detailed instructions on the Standard Sampling Method.

- Under the **Administrative Relief Methods**, the LEA MUST meet specific criteria to qualify for one of the two following methods:

Random Sampling Method – The LEA MUST verify a minimum of the lesser of 3 percent or 3000 of the total number of approved applications selected randomly, excluding all directly certified children and categorically eligible children.

Refer to page 11-12 for detailed instructions on the Random Sampling Method.

<u>Focused Sampling Method</u> – The LEA MUST verify a minimum of:

1) the lesser of 1 percent or 1,000 of the **total** number of approved applications (both income and case number). Income applications must be selected from error-prone applications (within \$100 per month or \$1,200 per year), **excluding** all directly certified children and categorically eligible children.

PLUS

2) the lesser of .5 percent (one half of 1 percent) or 500 of the total number of FS, CA, FDPIR case number eligible applications.

NOTE: If all children listed on an application are directly certified and a case number or income application is on file, the application should not be counted within the total.

Refer to pages 12-15 for detailed instructions on the Focused Sampling Method.

Timeline Requirements

Verification MUST take place *after* the application has been approved, even if the LEA required households to submit documentation of eligibility with the application.

LEAs may require households to provide information to verify eligibility for free and reduced-price benefits at the time of application. Schools electing this option are cautioned that they MUST NOT allow verification efforts to delay the approval of applications; nor can schools disapprove applications based on information submitted for verification. If an application is complete and indicates that the child is eligible for free or reduced-price benefits, the application MUST be approved.

LEAs MUST conduct a confirmation review of ALL applications selected for verification prior to conducting any other verification activity. The review must be completed by an individual other than the individual who made the initial eligibility determination. This person will be the confirming official and must sign and date the office use only section of the application following review of the applications selected.

The Confirmation Review may be completed in one of two ways:

- 1. The Confirmation Review may be conducted immediately after the initial eligibility certification is completed. This would be a good option for schools that already have a policy of double checking all eligibility certifications.
- 2. The Confirmation Review may be conducted as part of the verification process and only applications selected for verification would have a Confirmation Review conducted. When a Confirmation Review is completed as part of verification the following requirements apply:

Notification of Benefit Changes due to Confirmation Review

- If the Confirmation Review leads to a change in benefits that is a benefit to the household, the LEA should make the change as soon as possible and continue with the verification process.
- If the Confirmation Review leads to a decrease in benefits for the household, the LEA should proceed with verification before any notice of a change in eligibility status is given. These procedures are designed to avoid a possible unnecessary reduction in benefits.
- A LEA who utilizes a technology-based system when processing applications that demonstrate a high degree of accuracy may receive a waiver, if approved by ADE.
 - O The LEA must submit a request for a waiver on school letterhead to their assigned specialist prior to starting the verification process. The request must include the name of software used and an explanation of how the software demonstrates a high degree of accuracy.

The LEA MUST complete verification of the minimum required sample size by November 15th. Additionally, the LEA must collect and report the number of students who were terminated as a result of verification, but who were reinstated as of February 15th.

All LEAs must submit a Verification Report by **March 1**st through ADE's Common Logon. Failure to submit a Verification Report by **March 1**st may result in withholding of claims and commodities.

The Verification Sample Schedule on page 19 can assist in meeting the timeline requirements.

Additional Requirements

The LEA is required to make at least one additional attempt to obtain the necessary verification information from households who fail to respond to the initial request. The individual responsible for the follow-up attempt must sign and date the office use only section (follow-up official's signature) on the application.

- The attempt may be made through the mail, by telephone, by email, or through personal contact.
- The LEA must document any attempts and the results.
- If unable to verify the household's eligibility status after the follow-up attempt(s), the household's benefits must be terminated through a notice of adverse action.
- The LEA may contract with a third party to assist with the required follow-up activity. Any third party is subject to confidentiality requirements.

LEAs must provide all households selected for verification with a telephone number they may call for assistance. The call must be free to all households in the LEA.

- The LEA may establish a toll-free number or allow households to reverse the charges if any households in the school district are outside the local calling area.
- The LEA may provide different telephone numbers for each local calling area within the school district.
- The household must be able to contact a school or LEA official who can either directly assist them or can refer the caller to a specific person for help.
- If the household is unable to obtain assistance during their initial call, an LEA or school official must attempt to initiate further contact.

For detailed information and requirements on the Verification Process refer to the Free and Reduced-Price Guidance Manual.

www.ade.az.gov/health-safety/cnp/nslp/GuidanceManual/F&RHandbook.pdf

Sampling Requirements

Due to Reauthorization Act of 2004, there are several changes to the verification requirements including how to determine the minimum number of applications to select and the criteria for selecting applications. The Standard Sampling Method and Administrative Relief Methods including Random Sampling and Focused Sampling will be explained in detail throughout this section. All Local Education Agencies (LEA), with a few exceptions, must use the Standard Sampling Method to determine the number of applications to verify. Refer to page 16 to assist in determining the verification method and sampling requirement.

STANDARD SAMPLING METHOD

The Standard Sampling Method is similar to the Random Sampling Method used in the past years. The Standard Sampling Method continues to be the lesser of 3 percent or 3,000 applications; however the sample MUST be selected from error-prone applications (within \$100 per month or \$1,200 per year).

To calculate the minimum required number of error-prone applications to verify using the Standard Sampling Method, follow these simple instructions:

STEP 1 Count the total number of approved Free and Reduced-Price APPLICATIONS (including case number applications) on file as of October 1st.

NOTE: If all children listed on an application are directly certified and a case number or income application is on file, the application should not be counted within the total.

STEP 2 Multiply the total amount of approved Free and Reduced-Price APPLICATIONS by .03 or 3%. Round all decimals up (ex. 3.2 is rounded up to 4).

STEP 3 Compare the result in Step 2 to 3,000. The sample size is the lesser number.

<u>STEP 4</u> Select the required number of applications from **ERROR-PRONE** applications.

To assist in calculating the Standard Sampling Method minimum requirement, enter the information into the formula below. A verification sample size calculator is also available on the ADE website: www.ade.az.gov/health-safety/cnp/verification

Total
Number of
Approved
Applications
on file as of
October
$$\mathbf{1}^{\text{st}}$$

The total number of expression \mathbf{X} applications, whichever is less (round all decimals up)

The total number of expression \mathbf{ERROR} -prone applications to verify

Standard Sampling Application Selection Process

The LEA must select from error-prone income applications. Error-prone applications are those that fall within the income eligibility guidelines and the increments below depending on what is reported as income.

Weekly	Bi-Weekly	Twice a Month	Monthly	Annually
\$23.08	\$46.15	\$50	\$100	\$1,200

An Error-Prone Eligibility Applications Chart can be found at: www.ade.az.gov/health-safety/cnp/nslp/verification/

If the number of error-prone applications identified does not meet the minimum sample requirement, LEAs must randomly select additional applications from all remaining applications (including FS, CA, FDPIR case number applications) to fulfill the minimum sample size requirement.

If there are more applications with monthly income within these limits than needed to meet the minimum sample size, select the sample using any method that is equitable and ensures the same households will not be selected year after year.

A minimum of one application must be verified.

LEAs may elect to decline to verify up to 5% of applications selected for verification and replace them with other applications to be verified. LEAs **may not** use this discretion to reduce the overall number of applications they verify, but may use it to continue providing free or reduced-price meals to vulnerable children whose parents are unlikely to respond to the verification request and to increase the verification response rate.

ADMINISTRATIVE RELIEF METHODS

How to Qualify for Administrative Relief

Administrative Relief Methods are available for LEAs that are able to obtain verification information for a relatively high portion of students selected for eligibility verification. The option to select an Administrative Relief Method, including Random Sampling and Focused Sampling will not be available unless the LEA qualifies by meeting one of the following criteria:

- 1) The LEA must have a non-response rate of less than 20 percent (0-19.9%) from the previous school year verification report results.
- 2) The LEA must report verification results correctly.

- 3) The LEAs must have more than 20,000 children approved by application (excluding direct certification and categorically eligible children) for free and reduced price meals as of October 1.
 - The LEA must show the verification non-response rate for the previous school year was at least 10 percent lower than the verification non-response rate from the year before.

To find the non-response rate from the previous school year verification results, visit the ADE website at: www.ade.az.gov/health-safety/cnp/verification and select Verification Non-Response Rates 2004-2005.

- A non-response rate of 0% 19.9% (sponsors highlighted in green), indicates the LEA qualifies for Administrative Relief and is eligible to choose the Random Sampling Method or Focused Sampling Method.
- A non-response rate of 20% 100%, indicates the LEA must utilize the Standard Sampling Method and select from error-prone applications.
- Sponsors may have a non-response rate below 20%, however the verification results included reporting errors (sponsors highlighted in yellow). Sponsors must utilize the Standard Sampling Method and select from error-prone applications.
- A blank result indicates the LEA did not submit verification results and is required to utilize the Standard Sampling Method and select from error prone applications.
- Fields highlighted in red indicate reporting errors or non-response rates greater than 19.9%.

LEAs that qualify for Administrative Relief can choose between the Random Sampling Method or the Focused Sampling Method.

Random Sampling Method

The minimum required sample size is three percent (3%) or 3,000, whichever is less, of all approved applications (excluding all directly certified children and categorically eligible children) on file as of October 1. Each application MUST have an equal chance of being selected, including FS, CA, FDPIR and income applications. No attempt may be made to select only those applications approved based on FS, CA, FDPIR eligibility. Selection of errorprone applications is NOT required when using the Random Sampling Method.

To calculate the minimum required number of applications to verify using the Random Sampling Method, follow these simple instructions:

STEP 1 Count the total number of approved Free and Reduced-Price APPLICATIONS (including case number applications) on file as of October 1st.

NOTE: If all children listed on an application are directly certified and a case number or income application is on file, the application should not be counted within the total.

STEP 2 Multiply the total amount of approved Free and Reduced-Price APPLICATIONS by .03 or 3%. Round all decimals up (ex. 3.2 is rounded up to 4).

<u>STEP 3</u> Compare the result in Step 2 to 3,000. The sample size is the lesser number.

<u>STEP 4</u> Randomly select the required number of applications.

To assist in calculating the Random Sampling Method minimum requirement, enter the information into the formula below. A verification sample size calculator is also available on the ADE website: www.ade.az.gov/health-safety/cnp/verification

Random Sampling Application Selection Process

LEAs must <u>randomly</u> select the applications. A selection interval may be used. This can be accomplished by dividing the total number of approved applications on file in the LEA by the sample size to determine the selection interval. If there are 340 applications on file and eleven are required to be verified, 340 divided by 11 = 30.9. In this case, the selection interval is 31. Number all the applications. Randomly select an application from the total approved applications, and then choose every 31st application until eleven (11) applications have been selected.

Another random method of selection would be to put all the applications in a container and draw the required number of applications.

- A minimum of **one** application must be verified.
- LEAs are not required to select a statistically valid random sample. Any selection method in which each application has an equal chance of being selected is sufficient.

LEAs may elect to decline to verify up to 5% of applications selected for verification and replace them with other applications to be verified. LEAs **may not** use this discretion to reduce the overall number of applications they verify, but may use it to continue providing free or reduced-price meals to vulnerable children whose parents are unlikely to respond to the verification request and to increase the verification response rate.

Focused Sampling Method

A minimum required percentage or number of applications approved (**excluding** all directly certified children and categorically eligible children) based on *income eligibility* MUST be selected for verification AND a minimum required percentage or number of case number applications approved (**excluding** all Directly Certified children and categorically eligible children) based on *FS*, *CA*, *FDPIR eligibility* MUST be selected for verification.

For applications approved based on income information:

Select from one percent (1%) of the total number of all approved applications in the LEA or 1,000 applications, whichever is less. The calculation includes applications approved based on income eligibility *and* those approved based on FS, CA, FDPIR eligibility.

For applications approved based on FS, CA, FDPIR eligibility:

Half of one percent (.005) of the total number of applications in the LEA approved based on FS, CA, FDPIR or 500 applications, whichever is less.

To calculate the minimum required number of income applications and the minimum required number of case numbers applications to verify using the Focused Sampling Method, follow these simple instructions:

- STEP 1 Count the total number of approved Free and Reduced-Price APPLICATIONS (including case number applications) on file as of October 1st.

 NOTE: If all children listed on an application are directly certified and a case number or income application is on file, the application should not be counted within the total.
- STEP 2 Multiply the total amount of approved Free and Reduced-Price APPLICATIONS by .01 or 1%. Round all decimals up (ex. 3.2 is rounded up to 4).
- <u>STEP 3</u> Compare the result in Step 2 to 1,000. The required number of **INCOME** applications with income information to verify is the lesser number.
- STEP 4 Count the total number CASE NUMBER applications that were approved based on FS, CA, FDPIR eligibility.
 NOTE: If ALL children listed on an application are directly certified and there is a case number/income application on file, the application should not be counted within the total.
- STEP 5 Multiply this number by .005 (half of 1 percent). Round all decimals up (ex. 3.2 is rounded up to 4).
- STEP 6 Compare the result in Step 5 to 500. The required number of applications with a FS, CA, FDPIR case number to verify is the lesser number.
- STEP 7 Select the required number of **ERROR-PRONE** income applications (within \$100 per month or \$1,200 per year) to meet the 1% minimum requirement. Select the required number of FS, CA, FDPIR case number applications using any method that is equitable and ensures that the same household is not selected each year.

To assist in calculating the Focused Sampling Method minimum requirement, enter the information into the formula below. A verification sample size calculator is also available on the ADE website: www.ade.az.gov/health-safety/cnp/verification

Next calculate the number of case number applications to verify.

Total
Number of
(FS, CA,
FDPIR) =
$$X^{0.05}$$
 = $x^{0.05}$ = $x^{0.05}$

Focused Sampling Application Selection Process

Separate the applications into two groups.

- 1) Applications approved based on household size/income.
- 2) FS, CA, FDPIR case number applications (directly certified and categorically eligible children are exempt from verification).

*****Keep all FS, CA, FDPIR case number applications for children who submitted an application AND were listed as a match through Direct Certification (Data Entry, Upload File, State Match) separate from other income/case number applications.

Household/Income Application Selection Process

Select the minimum required number of **error-prone applications** that were approved based on household size/income information. Error-prone applications are those that fall within the income eligibility guidelines and the increments below depending on what is reported as income.

Weekly	Bi-Weekly	Twice a Month	Monthly	Annually
\$23.08	\$46.15	\$50	\$100	\$1,200

An Error-Prone Eligibility Applications Chart can be found at: www.ade.az.gov/health-safety/cnp/nslp/verification/

If the number of error-prone applications identified does not meet the minimum sample requirement, LEAs must randomly select additional applications from remaining income applications to fulfill the minimum sample size requirement.

If there are more applications with monthly income within these limits than needed to meet the minimum sample size, select the sample using any method that is equitable and ensures that the same households will not be selected year after year.

If the total number of applications containing income information is smaller than the required minimum sample size, verify all income applications.

Case Number Application Selection Process

Select the minimum requirement (.5 percent) from the applications approved based on FS, CA, FDPIR eligibility using any method that is equitable and ensures that the same household is not selected each year.

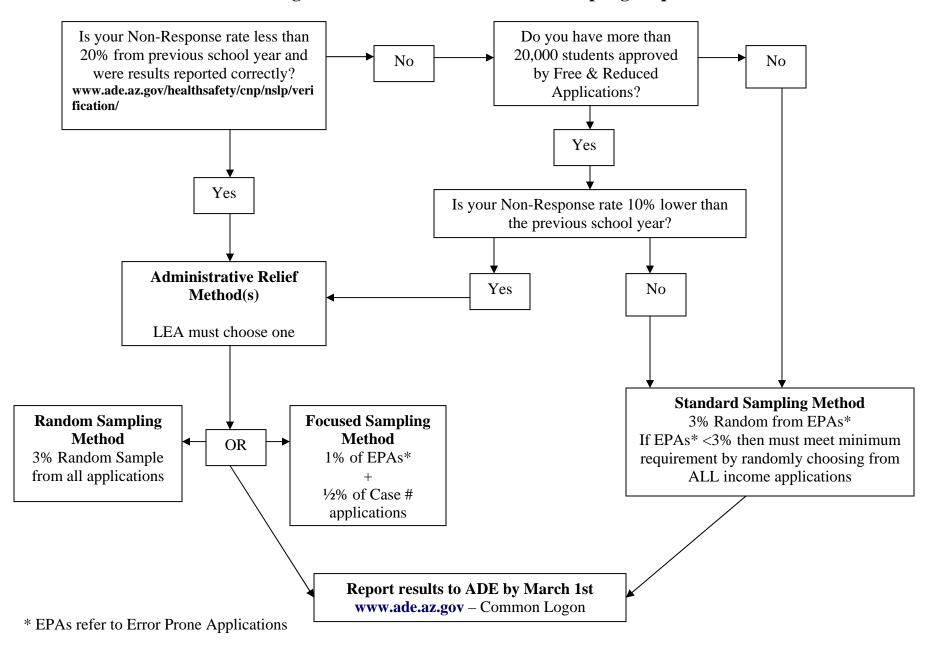
NOTE: Children listed as a match through the Direct Certification System <u>and</u> have a case number/income application on file, should NOT be selected for verification. Direct certification students are exempt from verification.

Direct Verification (Case Number Search) must be utilized to verify selected Food Stamp and Cash Assistance case number applications. Please refer to pages 17-18 for additional guidance.

 A minimum of one FS, CA, FDPIR eligible application and one income application MUST be verified when using the Focused Sampling Method.

LEAs may elect to decline to verify up to 5% of applications selected for verification and replace them with other applications to be verified. LEAs **may not** use this discretion to reduce the overall number of applications they verify, but may use it to continue providing free or reduced-price meals to vulnerable children whose parents are unlikely to respond to the verification request and to increase the verification response rate.

Determining Your Verification Method and Sampling Requirement



Direct Verification

Direct Verification is the process of using data maintained by other programs or agencies, including Medicaid or the State employment agency to verify eligibility for free or reduced-price meals for applications selected for verification without having to contact the household.

Arizona Direct Verification includes the following programs:

- 1) Food stamps
- 2) FDPIR
- 3) State TANF/Cash Assistance

LEAs have the option of contacting the Indian Tribal Organization (ITO) for FDPIR case number applications, however it is **required** that LEAs conduct a case number search (Food Stamps & Cash Assistance case numbers) utilizing the automated direct verification system through Arizona Department of Education's common logon.

Verifying Food Stamp & Cash Assistance Case Number Applications

Arizona Department of Education hosts a secure website that enables school districts and other approved entities to query the Department of Economic Security eligibility database over the internet. LEAs can verify the eligibility without having to contact the household by entering a Food Stamp or Cash Assistance case number into the database. Case Number Search is only an option for those Food Stamp and Cash Assistance case number applications selected for verification.

LEAs will utilize Case Number Search if:

- The Standard Sampling size does not meet the minimum requirement selected from error-prone applications and must randomly select additional applications. Additional applications may include Food Stamp and/or Cash Assistance case number applications.
- The LEA using the Random Sampling Method randomly selects Food Stamp and/or Cash Assistance case number applications to meet the minimum requirement of 3%.
- The Focused Sampling method is utilized and LEAs may be able to verify the required ½ % of case number applications using Direct Verification.

LEAs can simply type the Food Stamp or Cash Assistance case number into a field located on the Direct Verification - Case Number Search web page and a result will indicate Match, No Match, or Pending.

Results that report Match indicate the case number was valid and benefits
do not change. Please note: ALL enrolled children indicated on the case
number application must show up as a match. If a "no match" or "pending"
appears for a child, follow the No Match or Pending result instructions on
the following page.

- Results that report No Match indicate the case number was invalid. LEAs
 are required to send a notification of verification to the family requesting
 income documentation.
 - If only one child shows as a match under the case number, verification is complete for that particular child and eligibility does not change. For the remaining children, a notification of verification must be mailed requesting income documentation.
- Results that report **Pending** are still in process. LEAs are required to send a
 notification of verification requesting income documentation.

LEAs must print results page to document the search was conducted.

For step by step instructions on using Case Number Search, refer to pages 25-29.

Verifying FDPIR Applications

If a FDPIR application is selected, the LEA has the **option** of contacting the Indian Tribal Organization (ITO) directly to obtain confirmation of eligibility.

- When the ITO indicates a family is "participating" in FDPIR, the LEA must request
 documentation of eligibility from the ITO and document the contact. Free meal
 benefits would not change.
- If the LEA receives a "not participating" confirmation from the ITO, the LEA must send a notification of verification to the family requesting income documentation.
- If the LEA does not attempt to directly verify the FDPIR application, the LEA must send a notification of verification to the family requesting FDPIR eligibility documentation and/or income documentation.
- The LEA may also submit the names and case numbers of FDPIR households to the local Indian Tribal Organization office.

FDPIR case number applications cannot be verified through Case Number Search.

Sample Verification Schedule

RESPONSIBILITY		ACTIVITY DAT			
Name or title of person responsible for activity	1.	Prepare necessary verification materials. (See current Free and Reduced-Price Handbook for examples.)	September		
	2.	View Non-Response Rate Report on the ADE website. Determine sampling method - Standard Sampling or if qualified, choose from Administrative Relief Methods – Random or Focused Sampling. Optional - 100% verification.	September		
	3.	Determine total number of approved Free and Reduced-Price applications.	October 1		
	4.	Determine number of approved applications from FS, CA, FDPIR households.	October 1		
	5.	Separate error-prone applications (Standard Sampling & Focused Sampling Methods only).	October 1		
	6.	Compute number of applications to be verified: Standard: 3% of total applications (Error-Prone) Random: 3% of total applications Focused: 1/2% (.005) of FS, CA, FDPIR applications plus (+) 1% of total applications (Error-Prone) 100%: All Applications	October 2		
	7.	Select applications for verification. Explain the method used to randomly select applications. Make copies of the selected applications to be kept in verification file.	October 2		

8. Conduct **mandatory** confirmation review of all applications selected.

Determine if initial determination was correct.

October 3

Attempt to directly verify selected applications.
 Conduct Case Number Search for FS and CA case number applications selected for verification.

October 5

10. Send a first notice of verification requesting income documentation to those applicants with an invalid case number or those applicants that could not be directly verified (all remaining applications selected for verification).

October 7

11. Review income documentation.
(Information required to verify applications may include any of the acceptable sources included in the Free and Reduced-Price Handbook, Appendix K.)

Ongoing

Indicate results of the verification on the application. Attach documentation to the application.

Send Notification of Adverse Action (Appendix N of the Free and Reduced-Price Policy Handbook) to those applicants determined ineligible. Benefits terminate 10 days from date of notice or at appeal hearing.

12. Conduct **mandatory** *follow-up* to verification non-respondents (includes: mailing a follow up notice, a phone call, e-mail, or personal contact). Must maintain documentation of follow-up attempt(s).

October 15

13.	Send notice of termination of benefits (Appendix N of the Free and Reduced-Price Policy Handbook) to non-respondents of follow-up notice. (Benefits terminate 10 days from date of notice or at appeal hearing.)	November 3
14.	Terminate benefits for nonrespondents.	November 13
15.	Begin to prepare verification report (Part 1) online at CNP Verification.	November 15
16.	Collect information on students terminated as a result of verification, but who were reinstated as of February 15 th .	February 15
17.	Complete Verification Report (Part II) with reinstatement data.	February 20
18.	The last day to complete Verification Report online at CNP Verification.	March 1

Access to CNP Verification

What You Need to Access the CNP System

The following computer requirements are necessary to successfully process the verification information. An Internet browser is required.

	Minimum Configuration	Recommended Configuration
Operating System	Windows 95	Windows 98 or newer
Processor	Pentium 133 MHz	Pentium 600 MHz or faster
RAM	64 MB	256 MB or more
Modem (Internal or External)	56 Kb	Network Connection
Internet Browser	Internet Explorer 5.0	Internet Explorer 6.0*

^{*}Free downloads of Internet Explorer can be found at www.microsoft.com

Note: The system has not been tested on Netscape Navigator (4.0 or higher). Using this browser can result in variations to the forms and buttons; use of Netscape Navigator is not recommended.

Internet Access

In addition to the computer requirements, the following setup is necessary.

- An Internet Service Provider
- A network connection or dial-up line and modem
- Cookies must be enabled (this is necessary for the security of the system).

Access and Security

The ADE Common Logon application provides access and the necessary security of data in CNP Web, CNP Verification and CNP Direct Certification/Direct Verification. The information below provides guidance on how to have a new user account setup and the security guidelines of using ADE Common Logon.

CNP Verification Access

If you already have a CNP User Account and need access to CNP Verification or CNP Direct Certification/Direct Verification, contact School Health and Nutrition Services at 602-542-8700.

Requesting a New User Account

Follow these steps to establish accounts for new CNP Web, CNP Verification, CNP Direct Certification/Direct Verification users.

1. Determine who your Entity Administrator is.

The Entity Administrator is the only person that can request a new user account.

If you are a public or charter school, your Entity Administrator has been assigned by ADE. This person is normally a Business Manager or Superintendent or a person designated by one of the previously mentioned individuals.

If you are **not** a public or charter school, contact the Health & Nutrition Services office to have the Entity Administrator account established. The person assigned as Entity Administrator will be the Designated Official from the approved Food Service Agreement.

2. Submit a request to your Entity Administrator to have a new account established.

Using the Request Logons application, the Entity Administrator requests a user account for you with access to the Child Nutrition Programs Web (CNP Web, CNP Verification, CNP Direct Certification/Direct Verification).

ADE approves the new user account.

3. You are ready to begin using CNP Web, CNP Verification and/or CNP Direct Certification/Direct Verification.

The first time you connect to the system, you will be prompted to read and agree to the security policy and change your password.

The system is case sensitive, so there is a difference between "ade1234" and "ADE1234".

The Security Agreement

Anyone using CNP Web, CNP Verification, and/or CNP Direct Certification/Direct Verification must agree to the Agency's Acceptable Use Policy. Pages 66-67 of this document contain the entire text of the policy. The policy can also be viewed online through the ADE Common Logon.

Listed below are general guidelines for using ADE applications.

- ADE Internet administrative application systems are the property of the Arizona Department of Education.
- Users are required to take all necessary steps to prevent unauthorized access, or disclosure of non-public information.
- Users are responsible for the security of their passwords and accounts.
- User Names and Passwords are not to be used by anyone other than the person assigned.
- Passwords should be changed quarterly and must be at least eight alphanumeric characters.
- All default passwords must be changed during first logon.

- Any guest or anonymous accounts are prohibited.
- Users should log-off from their accounts when their workstation will be unattended.

Deciding Who Needs Access

It is recommended that only those individuals who determine the eligibility status of the students should have access to the CNP Verification and CNP Direct Certification/Direct Verification system.

Changing Personnel

Anytime there is a change in personnel, the sponsoring organization is responsible for notifying ADE of user accounts that are no longer being used. It is not an acceptable practice to have a new person use the account of a former employee. Use the following procedure to close accounts.

- Contact the Entity Administrator.
- The Entity Administrator must contact the ADE Support Center via email.
- ADE Support Center disables the user account.

How to Logon CNP Direct Verification

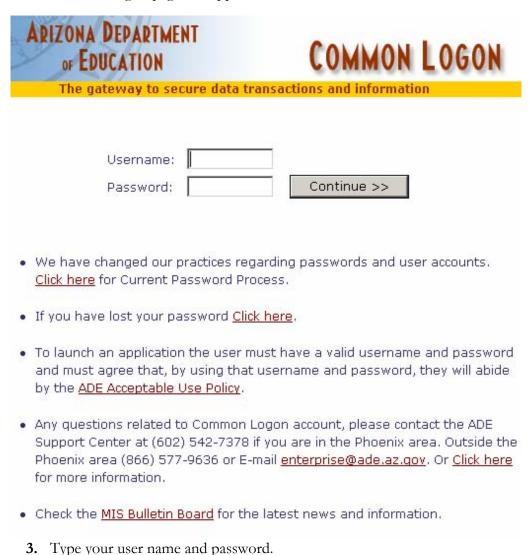
All authorized users of CNP Direct Verification can logon using their user name and password created in the ADE Common Logon.

To logon to the CNP Direct Verification site complete the following steps:

- 1. Open the Internet browser.
- **2.** In the Internet browser address field type the following: www.ade.az.gov/commonlogon

The ADE Common Logon page will appear.

4. Click the Continue button.



5. The Common Logon CNP Direct Verification Access Menu appears.



- **a.** A customized list of all of the ADE applications that you are authorized to access will appear. Click on CNP Direct Certification/Direct Verification to begin.
- **b.** Change Password (Profile) button allows you to change your password at anytime.
- c. The Logout button returns you to the ADE Common Logon page.

6. The Direct Verification Webpage appears.

Child Nutrition Programs Direct Certification System

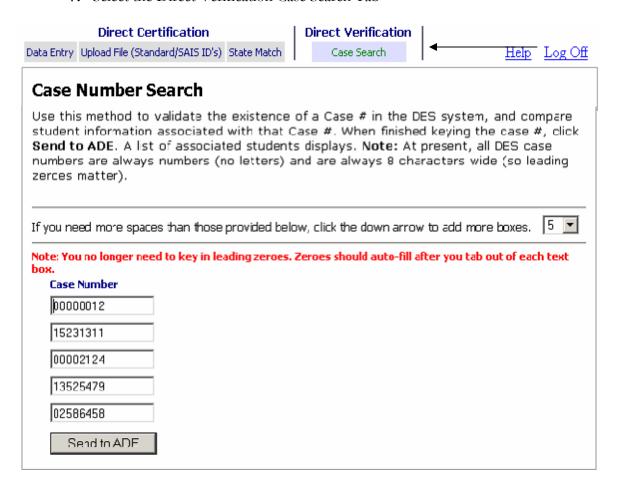
There are four methods for searching the state database to determine student(s) eligibility for free and reduced meal services.

- 1. Click **Data Entry** to check eligibility for a few students.
- 2. Click **Upload File** to submit a file that you have created. It can include SAIS ID's, or student names, birth dates, etc. You can then download the results to your local hard drive. Use this method to search for a large number of students at one time.
- 3. Click State Match to match your enrollment records from SAIS with records from DES eligibility database.
- 4. Click Case Search to find out if a case number is active in the DES system.

Click here for the latest information on Direct Certification

Direct Certification		Direct Verification							
Data Entry	Upload File (Stan	dard/SAIS ID's)	State Match	Case Se	earch			<u>Help</u>	<u>Log Off</u>
Data Entry									
Use this method to check the eligibility of a few students. If more than one student has the same first and last name and birthdate, another box displays where you can enter the student's mother's first name. When finished, click Send to ADE . A list of students and their eligibility displays.									
Enter th	ne date of bir	th in mm/dd	l/уууу.						
If you ne	If you need more spaces than those provided below, click the down arrow to add more boxes. 5								
First	Name	Last Name	1	Date of Birth	Mother Fire	st Name	Child SSN		
1.									
2.									
3.									
4.									
5.									
S	end to ADE								

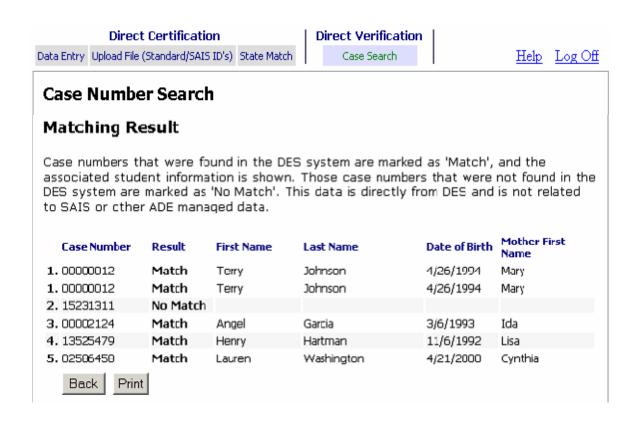
7. Select the Direct Verification Case Search Tab



- a. Click on the Case Search tab
- b. Enter case numbers (up to 30)

 Note: You no longer need to key in leading zeroes. Zeroes should auto-fill after you tab out of each text box.
- c. Click the Send to ADE button

8. Review results and print out results page.



- a. The matching results will appear.
 - No Match indicates the student was either not located or not eligible.
 - Match indicates the student was located and is eligible.
 - -- In the cases where a parent has more than one child, case numbers are the same for the family. When you provide a single case number, the system will show matches for all children who are eligible under that case number.
 - -- The student's name, date of birth and mother's first name are indicated.
 - <u>Pending</u> results are still in process, therefore, the student is not eligible to receive free meals through Direct Verification until a <u>Match</u> result is reported.
- b. Use the Back button to go back to the previous page and if you need to revise the information. Click the "Send to ADE" button to re-submit the revised information.
- c. Click the print button to print a copy of the matching results.

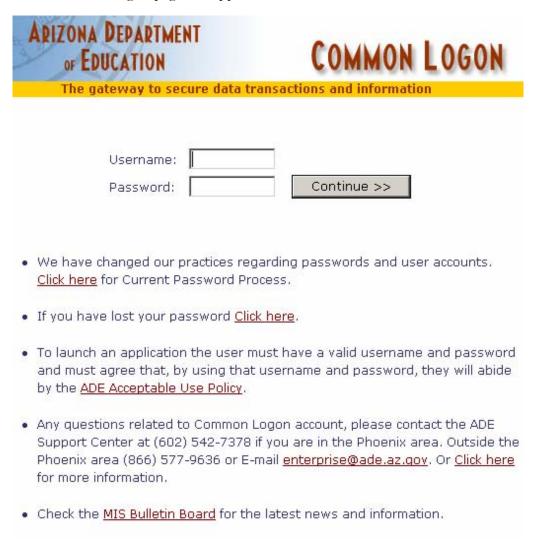
How to Logon CNP Verification

All authorized users of CNP Verification can logon using their user name and password created in the ADE Common Logon.

To logon to the CNP Verification site complete the following steps:

- **1.** Open the Internet browser.
- **2.** In the Internet browser address field type the following: www.ade.az.gov/commonlogon

The ADE Common Logon page will appear.



- **3.** Type your user name and password.
- **4.** Click the Continue button.

5. The Common Logon CNP Verification Access Menu appears.



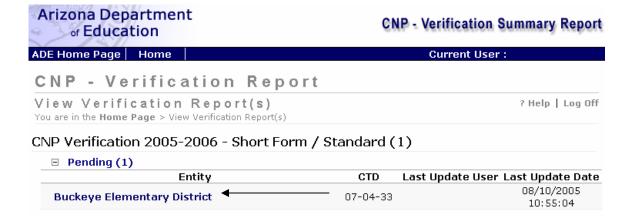
- **a.** A customized list of all of the ADE applications that you are authorized to access will appear. Click on CNP Verification to begin.
- **b.** Change Password (Profile) button allows you to change your password at anytime.
- c. The Logout button returns you to the ADE Common Logon page.

6. The Verification web page appears.



Click Enter/View Verification Summary

7. Select the Verification Form.



- Click on the Sponsor name
- **8.** The Verification Report Options appear.



b. Select Edit Verification Summary option

Arizona Department of Education ADE Home Page Home CNP Verification 2005-2006 -Long Form ? How to Use **Verification Summary Report** Part I: Enrollment, Application, and Eligibility Information (Pre-Verification) Part II: Results of Verification Summary of Completed Entries Submit Verification Summary Exit

9. The Verification Summary Report menu appears.

To begin recording verification information select Part I: Enrollment, Application, and Eligibility Information (Pre-Verification) and then proceed to Part II.

Instructions for Completing Verification Report: Part I

Complete Part I using the information as of October 1 (pre-verification).

Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)

CNP Verification 2005-2006

Report all items on this page as of October 1st.

1) Application Type

1. Type of Free/Reduced Price application used





→ C Household

Effective July 1, 2005

According to Reauthorization 2004, Section 105 (a), household applications are required. This section prohibits State agencies and local educational authorities from requesting separate applications for each child in cases where the children attend schools under the same local educational authority.

For more information please refer to memorandum CN# 45-05 located at www.ade.az.gov/health-safety/cnp/nslp/Memos/Memos04-05/

2) Number of Schools and RCCIs Operating in the NSLP and/or SBP
2a. Number of schools and RCCIs operating in the NSLP and/or SBP (including Provision 2/3 schools) ■ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
2b. Number of Provision 2/3 schools which are NOT operating → a base year
Note: If a school operates only the SBP under Provision 2/3, but uses regular claiming procedures for the NSLP, do not include it in the data reported in 2b.

2) Number of Schools and RCCIs Operating in the NSLP and/or SBP (including Provision 2/3 schools).

2a. Report the total count of all National School Lunch Program (NSLP) sites and/or School Breakfast Program (SBP) sites.

- If a site participates in both the NSLP <u>and SBP</u> that site is counted as one.
- If a school <u>only</u> participates in the SBP <u>or</u> NSLP that site is counted as one.
- Within the total count include all Provision 2/3 sites participating in Special Assistance.

Note: If you are not a Provision 2/3 school operating special assistance, <u>2b</u> will not appear on the form.

2b. Report the total count of NSLP/SBP schools or RCCIs that are Provision 2 or 3 and are operating a NON-base year.

- Enter zero if you do not have any Provision 2/3 schools that are currently operating a NON-base year.
- Enter the total number of Provision 2/3 sites that are operating a NON-base year.
- If a school operates only School Breakfast Program under Provision 2/3, but uses regular claiming procedures for the NSLP, do not include the site in the count reported in 2b.
- Total count in 2a should include count from 2b.

3) Total Enrollment for Schools and RCCIs Operating in the NSLP and/or SBP
3a. Total enrollment for schools and RCCIs operating in the NSLP and/or SBP (including Provision 2/3 schools) ■ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
3b. Total enrollment for Provision 2/3 schools which are NOT operating a base year Note: If a school operates only the SBP under
Provision 2/3, but uses regular claiming procedures for the NSLP, do not include it in the data reported in 3b.

3) Total Enrollment for Schools and RCCIs Operating in the NSLP and/or SBP.

3a. Total enrollment for schools and RCCIs operating in the NSLP and/or SBP (including Provision 2/3 schools).

- Count the total number of students within your school/district as of October 1st for all sites participating in the NSLP and/or SBP.
- If a site participates in both the NSLP <u>and SBP</u> count each student as one for each site.
- If a site <u>only</u> participates in the SBP <u>or</u> NSLP count each student as one for each site.
- Within the count include students enrolled in all Provision 2/3 sites participating in Special Assistance.

Note: If you are not a Provision 2/3 school operating special assistance, 3b will not appear on the form.

3b. Total enrollment for Provision 2/3 schools which are NOT operating a base year.

- Enter zero if you do not have any Provision 2/3 schools that are currently operating a NON-base year.
- Enter the total enrollment as of October 1st for Provision 2/3 sites that are operating a NON-base year.
- If a school operates only School Breakfast Program under Provision 2/3, but uses regular claiming procedures for the NSLP, do not include the enrollment in the count reported in 3b.
- Total enrollment count in 3a should include count from 3b.

4) Number of Students Reported as Free Eligible	
4a. Total number of Students reported as Free Eligible	Θ
4b. Number of Students approved as Free Eligible who are not subject to verification (directly certified, homeless liaison list, income-eligible Head Start, pre-K Even Start, residential students in RCCIs, non-applicants approved by local officials)	⊕
Note: Do not include Provision 2/3 schools which are NOT operating a base year.	

4) Number of Students Reported as Free Eligible.

4a. Total number of STUDENTS reported as Free Eligible.

- Count the total number of STUDENTS (not applications) who were eligible for free meals as of the last operating day in October. (Example: A household submits an application with three children eligible for free meals. Count three free eligibles.)
- Include <u>ALL</u> free eligible students including those who were eligible based on Direct Certification, Homeless, Migrant, Runaway, Residential Students etc.
- Include the total number of STUDENTS reported as free eligible for Provision 2/3 schools which are operating a NON-base year. (This number is determined by adjusting the number of free eligibles in the base year for these schools to reflect current enrollment.) **Disregard if you are not operating a Provision 2/3 special assistance site.**

4b. Number of STUDENTS approved as free eligible who are not subject to verification (directly certified, homeless liaison list, income-eligible Head Start, pre-K Even Start, residential students in RCCIs, non-applicants approved by local officials).

- Count the number of free eligible STUDENTS in each of the categories listed above who are not subject to verification.
- The number of free eligibles who are not subject to verification should be included in the total count for 4a.
- Do not include free eligible students who attend a Provision 2/3 school, which are operating a non-base year. Disregard if you are not operating a Provision 2/3 special assistance site.

4c. Number of Students approved as Free Eligible based on a Food Stamp, Cash Assistance, or FDPIR case number submitted on an application	⊕
4d. Number of Students approved as Free Eligible based on income/household size information submitted on an application	⊕
4e. Number of Students reported as Free Eligible for Provision 2/3 schools which are NOT operating a base year	⊖
Note: This number is determined by adjusting the number of Free Eligibles in the base year for these schools to reflect current enrollment.	

4c. Number of STUDENTS approved as Free Eligible based on a Food Stamp, Cash Assistance, or FDPIR case number submitted on a free/reduced-price application.

- Count the total number of STUDENTS approved as free based on a FS, CA, FDPIR case number. Exclude students who have been directly certified through CNP Direct Certification.
- Total number of students approved as free based on a FS, CA, FDPIR case number should be included in the total count for 4a.

4d. Number of STUDENTS approved as Free Eligible based on income/household size information submitted on a free/reduced-price application.

- Count the total number of STUDENTS (not applications) who are eligible for free meals based on income/household size on a free/reduced-price application. (Example: A household submits an application with <u>three children</u> eligible for free meals based on income/household size. Count <u>three free eligibles.</u>)
- Total number of students approved as free based on income/household size should be included in the total count for 4a.

Note: If you are not a Provision 2/3 school operating special assistance, $\underline{4e}$ will not appear on the form.

4e. Number of STUDENTS reported as Free Eligible for Provision 2/3 schools, which are NOT operating a base year.

- Enter zero if you are not participating in Special Assistance.
- Enter zero if you do not have any Provision 2/3 schools that are currently operating a NON-base year.
- Count the total number of STUDENTS reported as Free Eligible for Provision 2/3 schools, which are not operating a base year. (This number is determined by adjusting the number of Free Eligibles in the base year for these schools to reflect current enrollment.)
- The total number of students reported as Free Eligibles for Provision 2/3 schools operating a NON-base year should be included in the total count for 4a.

5) Number of Applications Approved as Free Eligib	le
5a. Number of Applications approved as Free Eligible based on a Food Stamp, Cash Assistance, or FDPIR case number submitted on an application	⊕
5b. Number of Applications approved as Free Eligible based on income/household size information submitted on an application	⊕

5) Number of Applications Approved a Free Eligible.

5a. Number of APPLICATIONS approved as Free Eligible based on an Food Stamp, Cash Assistance, or FDPIR case number submitted on a free/reduced-price application.

 Count the number of APPLICATIONS (not students) approved as Free Eligible based on an FS, CA, FDPIR case number listed on a free/reduced-price application.

Example 1: Two students listed on <u>one application</u> approved as free eligible based on a FS, CA, FDPIR case number. Count one application. Example 2: Three students listed on one application. One student was directly certified as free through CNP Direct Certification, the other two were certified as free by submitting a case number application. Count one application.

Example 3: Two directly certified students listed on an application. Application must not be counted.

5b. Number of APPLICATIONS approved as Free Eligible based on income/household size information submitted on a free/reduced-price application.

 Count the number of APPLICATIONS (not students) approved as Free Eligible based on income/household size submitted on a free/reducedprice application Example: Three students listed as free eligible on one application. Count as one application.

6) Reduced Price Eligible Students and Applications
6a. Total number of Students reported as Reduced Price → Eligible
6b. Number of Students reported as Reduced Price Eligible for Provision 2/3 schools which are NOT operating a base year
Note: This number is determined by adjusting the number of Reduced Price Eligibles in the base year for these schools to reflect current enrollment.
6c. Total number of Applications reported as Reduced Price Eligible Output Outp
Save Reset

6) Reduced Price Eligible Students and Applications.

6a. Total number of STUDENTS reported as Reduced Price Eligible.

 Count the number of STUDENTS (not applications) approved for reduced price meals based on income/household size application.
 Example: <u>Two students</u> eligible for reduced price meals based on one income/household size application. Count two students.

Note: If you are not a Provision 2/3 school operating special assistance, <u>6b</u> will not appear on the form.

6b. Number of STUDENTS reported as Reduced Price Eligible for Provision 2/3 schools which are operating a NON-base year.

- Enter zero if you do not have any Provision 2/3 schools that are currently operating a NON-base year.
- Count the total number of STUDENTS (not applications) reported as Reduced Price Eligible for Provision 2/3 schools, which are operating a NON-base year. (This number is determined by adjusting the number of Reduced Price Eligibles in the base year for these schools to reflect current enrollment.)
- The total number of students reported as Reduced Price Eligible for Provision 2/3 schools operating a NON-base year should be included in the total count for 6a.

6c. Total number of APPLICATIONS reported as Reduced Price Eligible

• Count the number of APPLICATIONS (not students) approved for reduced price meals.

Example: Four students are eligible for reduced-price meals based on one income/household size application. Count one application.

6) Reduced Price Eligible Students and Applications
6a. Total number of Students reported as Reduced Price → Eligible
6b. Number of Students reported as Reduced Price Eligible for Provision 2/3 schools which are NOT operating a base year
Note: This number is determined by adjusting the number of Reduced Price Eligibles in the base year for these schools to reflect current enrollment.
6c. Total number of Applications reported as Reduced → Price Eligible
Save Reset

Save information entered for Part I: Enrollment, Application, and Eligibility Information (Pre-Verification).

- a. The "Save" button saves submitted information
- b. The "Reset:" button deletes submitted information. This button allows you to reset and beginning again.

Arizona Department of Education ADE Home Page Home CNP Verification 2005-2006 -**Long Form** ? How to Use Verification Summary Report Part I: Enrollment, Application, and Eligibility Information (Pre-Verification) Part II: Results of Verification -Summary of Completed Entries Submit Verification Summary Exit

Select Part II: Results of Verification from the verification menu.

Instructions for Completing Verification Report: Part II

Complete items A1-A8, B1-B8, and C1-C8 based on information gathered from the verification process.

Part II: Results of Verification

CNP Verification 2005-2006

Report items A1-A8, B1-B8, and C1-C8 as of the date of completion of verification. For the purposes of this report, verification is complete:

- For households whose eligibility does not change: as of the date of the confirmation of eligibility by a reviewing official;
- For households which do not appeal a change in eligibility: as of the first operating day following the last date for filing an appeal in response to a notice of change in eligibility;
- For households which appeal a change in eligibility: as of the first operating day following a decision by the hearing official.

Report items A9-A10, B9-B10, and C9-C10 as of February 15.

Verification Type – Indicate the type of verification used to complete the verification process.

- Random: 3% of total applications
- Focused: 1/2% (.005) of FS, CA, FDPIR applications *plus* (+) 1% of total application (Error-Prone)
- Standard: 3% of total applications (Error-Prone)
- 100%: All Applications are verified

NOTE: ALL LEAs must qualify for Random or Focused Sampling. Please review qualifications for Administrative Relief on pages 9 and 10.

A) Reported as Free Eligible Based on Food Stamp, Cash Assistance, or FDPIR Case Number Application

A1. Number of **Applications** that responded, but 🕣 🔲

- A) Reported as Free Eligible Based on Food Stamp, Cash Assistance, or FDPIR Case Number Application.
 - A1- Enter how many FS, CA, FDPIR <u>APPLICATIONS</u> responded, but did not change.
 - **Example 1**: A Food Stamp application was submitted and approved as free. The LEA received a "no match" result through the CNP Direct Verification system. The LEA then sends a notification of verification to the family requesting income documentation. The family submits income documentation that keeps them in the free category, therefore status did not change. Count one application.
 - **Example 2**: A FDPIR application was submitted and approved as free. The LEA received a "not participating/eligible" confirmation directly from the ITO office. The LEA then sends a notification of verification to the family <u>requesting income documentation</u>. The family submits income documentation that certifies them for free meals, therefore status did not change. Count one application.
 - **Example 3**: A FDPIR application was submitted and approved as free. The LEA does not contact the ITO office to directly verify the application. The LEA sends a notification of verification to the family requesting FDPIR documentation and/or income documentation. The family submits sufficient FDPIR documentation that certifies them for free meals, therefore eligibility did not change. Count one application.
 - **Example 4**: A FDPIR application was submitted and approved as free. The LEA received a "participating" confirmation and backup documentation directly from the ITO office. Due to a "participating" confirmation with backup documentation from the ITO, eligibility status did not change. Count one application.
 - **Example 5**: A Food Stamp case number application with three students listed under one case number was submitted and approved as free. The LEA conducted a case number search through CNP Direct Verification and the result was a **match** for **all** three students. Due to a "match" result, eligibility status did not change. Count one application.
 - Example 6: A Cash Assistance case number application with two students listed under one case number was submitted and approved as free. The LEA conducted a case number search through CNP Direct Verification and the result was a "no match" for one student and a "match" for the other student. Eligibility does not change for the student that received a "match" result. A notice of verification was mailed requesting income documentation for the student that did not match through CNP Direct Verification. The family submits income documentation that certifies the "no match" student for free meals, therefore eligibility did not change. Count one application.

A2. Number of **Students** that responded, but did not change



• **A2**- Enter how many FS, CA, FDPIR <u>STUDENTS</u> responded, but did not change.

Example 1: A Food Stamp application listing two students was submitted and approved free. The LEA received a "no match" result through the CNP Direct Verification system. The LEA then sends a notification of verification to the family requesting income documentation. The family submits income documentation that keeps them in the free category, therefore status did not change. Report two students.

Example 2: A FDPIR application listing two students was submitted and approved free. The LEA received a "not participating/eligible" confirmation directly from the ITO office. The LEA then sends a notification of verification to the family <u>requesting income documentation</u>. The family submits income documentation that certifies them for free meals, therefore eligibility did not change. Report two students.

Example 3: A FDPIR application listing two students was submitted and approved free. The LEA does not contact the ITO office to directly verify the application. The LEA sends a notification of verification to the family requesting FDPIR documentation and/or income documentation. The family submits sufficient FDPIR documentation that certifies them for free meals, therefore eligibility did not change. Report two students.

Example 4: A FDPIR application listing two students was submitted and approved free. The LEA received a "participating" confirmation with backup documentation directly from the ITO office. Due to a "participating" confirmation and backup documentation from the ITO, eligibility status did not change. Report two students.

Example 5: A Food Stamp case number application with three students listed under one case number was submitted and approved as free. The LEA conducted a case number search through CNP Direct Verification and the result was a **match** for **all** three students. Due to a "match" result for all three students, eligibility status did not change. Report three students.

Example 6: A Cash Assistance case number application with two students listed under one case number was submitted and approved as free. The LEA conducted a case number search through CNP Direct Verification and the result was a "no match" for one student and a "match" for the other student. Eligibility does not change for the student that received a "match" result. A notice of verification was mailed requesting income documentation for the student that did not match through CNP Direct Verification. The family submits income documentation that certifies the "no match" student for free meals, therefore eligibility did not change. Report two students.

A3. Number of **Applications** that changed to Reduced Price



• A3- Enter how many FS, CA, FDPIR <u>APPLICATIONS</u> changed to Reduced Price.

Example 1: A Food Stamp application was submitted and approved as free. The LEA received a "no match" result through the CNP Direct Verification system. The LEA then sends a notification of verification to the family requesting income documentation. The family submits income documentation that places them in the reduced category, therefore eligibility changes from free to reduced price. Count one application.

Example 2: A FDPIR application was submitted and approved as free. The LEA received a "not participating/eligible" confirmation directly from the ITO office. The LEA then sends a notification of verification to the family requesting income documentation. The family submits income documentation that certifies them for reduced meals, therefore eligibility changes from free to reduced price. Count one application.

Example 3: A FDPIR application was submitted and approved as free. The LEA does not contact the ITO office to directly verify the application. The LEA sends a notification of verification to the family requesting FDPIR documentation and/or income documentation. The family submits income documentation that certifies them for reduced meals, therefore eligibility changes from free to reduced price. Count as one application.

Example 4: A Cash Assistance case number application with two students listed under one case number was submitted and approved as free. The LEA conducted a case number search through CNP Direct Verification and the result was a "no match" for one student and a "match" for the other student. Eligibility does not change for the student that received a "match" result. A notice of verification was mailed requesting income documentation for the student that did not match through CNP Direct Verification. The family submits income documentation that certifies the "no match" student for reduced price meals, therefore eligibility changes from free to reduced price. Count one application.

A4. Number of **Students** that changed to Reduced Price



• A4- Enter how many FS, CA, FDPIR <u>STUDENTS</u> changed to Reduced Price.

Example 1: A Food Stamp application listing two students was submitted and approved free. The LEA received a "no match" result through the CNP Direct Verification system. The LEA then sends a notification of verification to the family requesting income documentation. The family submits income documentation that places them in the reduced category, therefore eligibility changes from free to reduced price. Report two students.

Example 2: A FDPIR application listing two students was submitted and approved free. The LEA received a "not participating/eligible" confirmation directly from the ITO office. The LEA then sends a notification of verification to the family requesting income documentation. The family submits income documentation that certifies them for reduced meals, therefore eligibility changes from free to reduced price. Report two students.

Example 3: A FDPIR application listing two students was submitted and approved free. The LEA does not contact the ITO office to directly verify the application. The LEA sends a notification of verification to the family requesting FDPIR documentation and/or income documentation. The family submits income documentation that certifies them for reduced meals, therefore eligibility changes from free to reduced price. Report two students

Example 4: A Cash Assistance case number application with two students listed under one case number was submitted and approved as free. The LEA conducted a case number search through CNP Direct Verification and the result was a "no match" for one student and a "match" for the other student. Eligibility does not change for the student that received a "match" result. A notice of verification was mailed requesting income documentation for the student that did not match through CNP Direct Verification. The family submits income documentation that certifies the "no match" student for reduced price meals, therefore eligibility changes from free to reduced price for <u>one</u> student. Report <u>one</u> student.

A5. Number of **Applications** that changed to Paid

• **A5-** Enter how many **FS, CA, FDPIR APPLICATIONS** changed to Paid status.

Example 1: A Food Stamp application was submitted and approved as free. The LEA received a "no match" result through the CNP Direct Verification system. The LEA then sends a notification of verification to the family requesting income documentation. The family submits income documentation that places them in the paid category, therefore eligibility changes from the free to paid category. Count one application.

Example 2: A FDPIR application was submitted and approved as free. The LEA received a "not participating/eligible" confirmation directly from the ITO office. The LEA then sends a notification of verification to the family <u>requesting income documentation</u>. The family submits income documentation that certifies them for paid meals, therefore eligibility changes from the free to paid category. Count one application.

Example 3: A FDPIR application was submitted and approved as free. The LEA does not contact the ITO office to directly verify the application. The LEA sends a notification of verification to the family requesting FDPIR documentation and/or income documentation. The family submits **insufficient FDPIR documentation**, eligibility changes from the free to paid category. Count one application.

Example 4: A Cash Assistance case number application with two students listed under one case number was submitted and approved as free. The LEA conducted a case number search through CNP Direct Verification and the result was a "no match" for one student and a "match" for the other student. Eligibility does not change for the student that received a "match" result. A notice of verification was mailed requesting income documentation for the student that did not match through CNP Direct Verification. The family submits income documentation that certifies the "no match" student for paid meals, therefore eligibility changes from the free to paid category. Count one application.

A6. Number of Students that changed to Paid



• **A6-** Enter how many FS, CA ,FDPIR <u>STUDENTS</u> changed to Paid.

Example 1: A Food Stamp application listing two students was submitted and approved free. The LEA received a "no match" result through the CNP Direct Verification system for both students. The LEA then sends a notification of verification to the family requesting income documentation. The family submits income documentation that places them in the paid category, therefore eligibility changes from the free to paid category. Report two students.

Example 2: A FDPIR application listing two students was submitted and approved free. The LEA received a "not participating/eligible" confirmation directly from the ITO office. The LEA then sends a notification of verification to the family <u>requesting income documentation</u>. The family submits income documentation that certifies them for paid meals, therefore eligibility changes from the free to paid category. Report two students.

Example 3: A FDPIR application listing two students was submitted and approved free. The LEA does not contact the ITO office to directly verify the application. The LEA sends a notification of verification to the family requesting FDPIR documentation and/or income documentation. The family submits **insufficient FDPIR documentation**, therefore eligibility changes from the free to paid category. Report two students.

Example 4: A Cash Assistance case number application with two students listed under one case number was submitted and approved as free. The LEA conducted a case number search through CNP Direct Verification and the result was a "no match" for one student and a "match" for the other student. Eligibility does not change for the student that received a "match" result. A notice of verification was mailed requesting income documentation for the student that did not match through CNP Direct Verification. The family submits income documentation that certifies the "no match" student for paid meals, therefore eligibility changes from the free to paid category for <u>one</u> student. Report <u>one</u> student.

A7. Number of Applications that did not respond 🚗 🖡



• A7- Enter how many FS, CA, FDPIR <u>APPLICATIONS</u> did not respond.

Example 1: A Food Stamp application was submitted and approved as free. The LEA received a "no match" result through the CNP Direct Verification system. The LEA then sends a notification of verification to the family requesting income documentation. The family does not respond after a follow-up attempt. Benefits are terminated and the eligibility status is changed to the paid category. Count one application.

Example 2: A FDPIR application was submitted and approved as free. The LEA received a "not participating/eligible" confirmation directly from the ITO office. The LEA then sends a notification of verification to the family <u>requesting income documentation</u>. The family does not respond after a follow-up attempt. Benefits are terminated and the eligibility status is changed to the paid category. Count one application.

Example 3: A FDPIR application was submitted and approved as free. The LEA does not contact the ITO office to directly verify the application. The LEA sends a notification of verification to the family requesting FDPIR documentation and/or income documentation. The family does not respond after a follow-up attempt. Benefits are terminated and the eligibility status is changed to the paid category. Count one application.

Example 4: A Cash Assistance case number application with two students listed under one case number was submitted and approved as free. The LEA conducted a case number search through CNP Direct Verification and the result was a "no match" for one student and a "match" for the other student. Eligibility does not change for the student that received a "match" result. A notice of verification was mailed requesting income documentation for the student that did not match through CNP Direct Verification. The family does not respond after a follow-up attempt. Benefits are terminated and the eligibility status is changed to the paid category for the "no match" student. Count one application.

A8. Number of Students that did not respond



• **A8-** Enter how many FS, CA, FDPIR <u>STUDENTS</u> did not respond.

Example 1: A Food Stamp application listing two students was submitted and approved free. The LEA received a "no match" result through the CNP Direct Verification system. The LEA then sends a notification of verification to the family requesting income documentation. The family does not respond after a follow-up attempt. Benefits are terminated and the eligibility status is changed to the paid category. Report two students.

Example 2: A FDPIR application listing two students was submitted and approved free. The LEA received a "not participating/eligible" confirmation directly from the ITO office. The LEA then sends a notification of verification to the family requesting income documentation. The family does not respond after a follow-up attempt. Benefits are terminated and the eligibility status is changed to the paid category. Report two students.

Example 3: A FDPIR application listing two students was submitted and approved free. The LEA does not contact the ITO office to directly verify the application. The LEA sends a notification of verification to the family requesting FDPIR documentation and/or income documentation. The family does not respond after a follow-up attempt. Benefits are terminated and the eligibility status is changed to the paid category. Report two students.

Example 4: A Cash Assistance case number application with two students listed under one case number was submitted and approved as free. The LEA conducted a case number search through CNP Direct Verification and the result was a "no match" for one student and a "match" for the other student. Eligibility does not change for the student that received a "match" result. A notice of verification was mailed requesting income documentation for the student that did not match through CNP Direct Verification. The family does not respond after a follow-up attempt. Benefits are terminated and the eligibility status is changed to the paid category for the "no match" student. Report one student.

Complete items A9-10 as of February 15th.

B) Reported as Free Eligible Based on Income/Household Size Application (Income Eligible)		
B1. Number of Applications that responded, but ⊙ did not change		
B2. Number of Students that responded, but did onumber of Students that responded the substitution of the s		
B3. Number of Applications that changed to Reduced Price		
B4. Number of Students that changed to Reduced Price		

- B) Reported as Free Eligible Based on Income/Household Size Application.
 - **B1** Enter how many **FREE Income/Household Size <u>APPLICATIONS</u>** responded, but did not change.

Example: An Income/Household Size application was submitted and approved free. Due to verification notification the family submitted sufficient income documentation and therefore the eligibility status did not change.

Count each application as one.

• **B2**- Enter how many FREE Income/Household Size <u>STUDENTS</u> responded, but did not change.

Example: An Income/Household Size application listing <u>two</u> students was submitted and approved free. Due to verification notification the family submitted sufficient income documentation and therefore the eligibility status did not change. Report two students.

Count each student listed on the application.

• **B3-** Enter how many **FREE Income/Household Size <u>APPLICATIONS</u>** changed to Reduced Price status.

Example: An Income/Household Size application was submitted and approved as free. The application was selected for verification and the family submitted income documentation. The income documentation and household size placed the family into the reduced price category.

Count each application as one.

• **B4**- Enter how many FREE Income/Household Size <u>STUDENTS</u> changed to Reduced Price status.

Example: An Income/Household Size application listing three students was submitted and approved as free. The application was selected for verification and the family submitted income documentation. The income documentation and household size placed the family into the reduced price category. Report three students.

Count each student listed on the application.

B5. Number of Applications that changed to Paid	⊕
B6. Number of Students that changed to Paid	⊕
B7. Number of Applications that did not respond	⊕
B8. Number of Students that did not respond	⊕

• **B5-** Enter how many **FREE Income/Household Size <u>APPLICATIONS</u>** changed to Paid status.

Example: An Income/Household Size application was submitted and approved as free. The application was selected for verification and the family submitted income documentation. The income documentation and household size placed the family into the paid category.

Count each application as one.

• **B6-** Enter how many FREE Income/Household Size <u>STUDENTS</u> changed to Paid status.

Example: An Income/Household Size application listing three students was submitted and approved as free. The application was selected for verification and the family submitted income documentation. The income documentation and household size placed the family into the paid category. Report three students.

Count each student listed on the application.

• **B7-** Enter how many **FREE Income/Household Size <u>APPLICATIONS</u>** did not respond.

Example: An Income/Household Size application was submitted and approved as free. The application was selected for verification and the family does not respond after a follow-up attempt.

Count each application as one.

• **B8-** Enter how many FREE Income/Household Size <u>STUDENTS</u> did not respond. **Example:** An Income/Household Size application listing <u>one</u> student was submitted and approved as free. The application was selected for verification and the family does not respond after a follow-up attempt. Report one student. **Count each student listed on the application.**

Complete items B9-10 as of February 15th.

C) Reported as Reduced Price Eligible
C1. Number of Applications that responded, but → did not change
C2. Number of Students that responded, but did on not change
C3. Number of Applications that changed to Free
C4. Number of Students that changed to Free

C) Reported as Reduced Price Eligible

• **C1**- Enter how many **REDUCED** <u>APPLICATIONS</u> responded, but did not change.

Example: An Income/Household Size application was submitted and approved reduced. Due to verification notification the family submitted sufficient income documentation and therefore the eligibility status did not change.

Count each application as one.

C2- Enter how many REDUCED <u>STUDENTS</u> responded, but did not change.
 Example: An Income/Household Size application listing <u>two</u> students was submitted and approved reduced. Due to verification notification the family submitted sufficient income documentation and therefore the eligibility status did not change. Report two students.

Count each student listed on the application.

C3- Enter how many REDUCED <u>APPLICATIONS</u> changed to Free status.
 Example: An Income/Household Size application was submitted and approved as reduced. The application was selected for verification and the family submitted income documentation. The income documentation and household size placed the family into the free category.

Count each application as one.

C4- Enter how many REDUCED <u>STUDENTS</u> changed to Free status.
 Example: An Income/Household Size application listing <u>three</u> students was submitted and approved as reduced. The application was selected for verification and the family submitted income documentation. The income documentation and household size placed the family into the free category. Report three students.

Count each student listed on the application.

C5. Number of Applications that changed to Paid	•	
C6. Number of Students that changed to Paid	•	
C7. Number of Applications that did not respond	•	
C8. Number of Students that did not respond	•	

C5- Enter how many REDUCED <u>APPLICATIONS</u> changed to Paid status.
 Example: An Income/Household Size application was submitted and approved as reduced. The application was selected for verification and the family submitted income documentation. The income documentation and household size placed the family into the paid category.

Count each application as one.

- **C6-** Enter how many REDUCED <u>STUDENTS</u> changed to Paid status. **Example:** An Income/Household Size application listing <u>three</u> students was submitted and approved as reduced. The application was selected for verification and the family submitted income documentation. The income documentation and household size placed the family into the paid category. Report three students. **Count each student listed on the application.**
- C7- Enter how many REDUCED <u>APPLICATIONS</u> did not respond. Example: An Income/Household Size application was submitted and approved as reduced. The application was selected for verification and the family does not respond after a follow-up attempt. Count each application as one.
- **C8-** Enter how many REDUCED <u>STUDENTS</u> did not respond. **Example:** An Income/Household Size application listing <u>one</u> student was submitted and approved as reduced. The application was selected for verification and the family does not respond after a follow-up attempt. Report one student. **Count each student listed on the application.**

Complete items C9-10 as of February 15th.

Click on <u>Save</u> to save information entered for Part II: Results of Verification. Caution: Reset button will clear all fields.

Collect information on students terminated as a result of verification, but who were reinstated on or before February 15th.

Complete items A9-10, B9-10, and C9-10 as of February 15th.

A9. Number of Applications that reapplied and	⊕	
were reapproved		

- A) Reported as Free Eligible Based on Food Stamp, Cash Assistance, or FDPIR Application
 - A9- Enter how many FS, CA, FDPIR <u>APPLICATIONS</u> were terminated (changed to paid) due to verification that <u>reapplied</u> and were <u>re-approved</u> on or before February 15th.

Example 1: A Food Stamp application was submitted and approved as free. The LEA received a "no match" result through the CNP Direct Verification system. The LEA then sends a notification of verification to the family requesting income documentation. The family submits income documentation that places them in the paid category. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free category. Count one application.

Example 2: A FDPIR application was submitted and approved as free. The LEA received a "not participating/eligible" confirmation directly from the ITO office. The LEA then sends a notification of verification to the family <u>requesting income documentation</u>. The family submits income documentation that places them in the paid category. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free category. Count one application.

Example 3: A FDPIR application was submitted and approved as free. The LEA does not contact the ITO office to directly verify the application. The LEA sends a notification of verification to the family requesting FDPIR documentation and/or income documentation. The family submits **insufficient FDPIR documentation** and was placed in the paid category. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free category. Count one application.

Example 4: A Food Stamp application was submitted and approved as free. The LEA received a "no match" result through the CNP Direct Verification system. The LEA then sends a notification of verification to the family requesting income documentation and the family <u>did not respond</u>. As a result the family's free meal benefits were terminated. The family then reapplies on or before February 15th and provides sufficient income documentation that places them in the free category. Count one application.

Example 5: A Cash Assistance case number application with two students listed under one case number was submitted and approved as free. The LEA conducted a case number search through CNP Direct Verification and the result was a "no match" for one student and a "match" for the sibling. Eligibility does not change for the student that received a "match" result. A notice of verification was mailed requesting income documentation for the student that did not match through CNP Direct Verification. The family submits income documentation that certifies them for paid meals, therefore eligibility changes from free to the paid category. The family then reapplies on or before February 15th and provides sufficient income documentation that places them in the free category. Count one application.

A10. Number of **Students** that reapplied and were reapproved



• **A10-** Enter how many FS, CA, FDPIR <u>STUDENTS</u> were terminated (changed to paid) due to verification that <u>reapplied</u> and were <u>re-approved</u> on or before February 15th.

Example 1: A Food Stamp application listing two students was submitted and approved free. The LEA received a "no match" result through the CNP Direct Verification system. The LEA then sends a notification of verification to the family requesting income documentation. The family submits income documentation that places them in the paid category. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free category. Report two students.

Example 2: A FDPIR application listing two students was submitted and approved free. The LEA received a "not participating/eligible" confirmation directly from the ITO office. The LEA then sends a notification of verification to the family <u>requesting income documentation</u>. The family submits income documentation that places them in the paid category. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free category. Report two students.

Example 3: A FDPIR application listing two students was submitted and approved free. The LEA does not contact the ITO office to directly verify the application. The LEA sends a notification of verification to the family requesting FDPIR documentation and/or income documentation. The family submits **insufficient FDPIR documentation** and was placed in the paid category. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free category. Report two students.

Example 4: A Food Stamp application listing four students was submitted and approved as free. The LEA received a "no match" result through the CNP Direct Verification system. The LEA then sends a notification of verification to the family requesting income documentation and the family <u>did not respond</u>. As a result the family's free meal benefits were terminated. The family then reapplies on or before February 15th and provides sufficient income documentation that places them in the free category. Report four students.

Example 5: A Cash Assistance case number application with two students listed under one case number was submitted and approved as free. The LEA conducted a case number search through CNP Direct Verification and the result was a "no match" for one student and a "match" for the sibling. Eligibility does not change for the student that received a "match" result. A notice of verification was mailed requesting income documentation for the student that did not match through CNP Direct Verification. The family submits income documentation that certifies them for paid meals, therefore eligibility changes from free to the paid category. The family then reapplies on or before February 15th and provides sufficient income documentation that places them in the free category. Report one student.

B9. Number of Applications that reapplied and were reapproved	⊕
B10. Number of Students that reapplied and were reapproved	⊕

B) Reported as Free Eligible Based on Income/Household Size Application

• **B9- Enter how many Free Income/Household Size <u>APPLICATIONS</u>** were terminated (changed to paid) due to verification that <u>reapplied</u> and were <u>re-approved</u> on or before February 15th.

Example 1: An Income/Household Size application was submitted and approved as free. The application was selected for verification and the family submitted income documentation. The income documentation and household size placed the family into the paid category. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free or reduced category. Count one application.

Example 2: An Income/Household Size application was submitted and approved as free. The application was selected for verification and the family did not respond. As a result the family's free meal benefits were terminated. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free or reduced category. Count one application.

• **B10-** Enter how many Free Income/Household Size <u>STUDENTS</u> were terminated (changed to paid) due to verification that <u>reapplied</u> and were <u>re-approved</u> on or before February 15th.

Example 1: An Income/Household Size application listing <u>four</u> students was submitted and approved as free. Income/household size information was submitted and the family was not eligible for free/reduced meals and was changed to paid status. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free or reduced category. Report four students.

Example 2: An Income/Household Size application listing four students was submitted and approved as free. The application was selected for verification and the family did not respond. As a result the family's free meal benefits were terminated. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free or reduced category. Report four students.

C9. Number of Applications that reapplied and were reapproved	⊕
C10. Number of Students that reapplied and were reapproved	⊕

C) Reported as Reduced Price Eligible

• **C9-** Enter how many **Reduced <u>APPLICATIONS</u>** were terminated (changed to paid) due to verification that <u>reapplied</u> and were <u>re-approved</u> on or before February 15th.

Example 1: An Income/Household Size application was submitted and approved as reduced. The application was selected for verification and the family submitted income documentation. The income documentation and household size placed the family into the paid category. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free or reduced category. Count one application.

Example 2: An Income/Household Size application was submitted and approved as reduced. The application was selected for verification and the family did not respond. As a result the family's reduced meal benefits were terminated. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free or reduced category. Count one application.

• C10- Enter how many Reduced <u>STUDENTS</u> were terminated (changed to paid) due to verification that <u>reapplied</u> and were <u>re-approved</u> on or before February 15th. Example 1: An Income/Household Size application listing <u>three</u> students was submitted and approved as reduced. The application was selected for verification and the family submitted income documentation. The income documentation and household size placed the family into the paid category. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free or reduced category. Report <u>three</u> students.

Example 2: An Income/Household Size application listing three students was submitted and approved as reduced. The application was selected for verification and the family did not respond. As a result the family's reduced price meal benefits were terminated. The family then reapplied on or before February 15th and provided sufficient documentation that placed them in the free or reduced category. Report three students.

Click on Save to save information entered.

Caution: Reset button will clear all fields.

Arizona Department of Education ADE Home Page Home CNP Verification 2005-2006 -Long Form ? How to Use Verification Summary Report Part I: Enrollment, Application, and Eligibility Information (Pre-Verification) Part II: Results of Verification Summary of Completed Entries Submit Verification Summary Exit

Submit Verification Reports to Arizona Department of Education via Internet.

Print copy of Pre-Verification and Verification Report and keep in file.

Frequently Asked Questions

- 1. Q: How and when do I submit my final verification report to ADE?
 - A: The verification report can be reached through ADE's COMMON LOGON. The report must be complete and submitted by March 1st.
- 2. Q: If a household does not respond, do I report them in the "did not respond" category or the "paid" category or both?
 - A: If a household does not respond you shall report them only in the "did not respond" category.
- 3. Q: What are my responsibilities between November 15th and February 15th?
 - A: The LEA must track those students terminated as a result of verification, but who were reinstated as of February 15th.
- 4. Q: What kind of written evidence is required for verification of a foster child's application?
 - A: School officials should contact the household in which the foster child resides and ask for the name, agency and phone number of the social worker assigned to that child. A phone call to the social worker confirming the child's status as a foster child and the amount of money designated by the agency for the child's personal use would be sufficient verification. The school official should, however, document the phone conversation with the social worker (identifying the social worker, agency and phone number, the status of the child and the child's personal use income). Another approach would be to ask the foster family for a copy of a written communication between the foster family and the placement agency in which the status of the child and the financial arrangement is stated. If the family is unable to provide such information, a phone call to the placement agency to confirm the child's status and income should be made prior to denying the child for free meals.
- 5. Q: What if a child is selected for verification, but then transfers out of the school district before the information can be verified?
 - A: Verification is considered complete when a household's eligibility for the level of benefits for which it was approved is either confirmed or a letter of adverse action has been sent. If a child is selected for verification but transfers out of the district before the information can be verified, verification cannot be completed. To meet the minimum verification requirements, a new application MUST be selected. If the child moves back into the district after verification is complete, it is at the discretion of the district to follow-up with the family regarding verification.

- 6. Q: How is overtime income counted for the purposes of verification?
 - A: The school official should work with the household to determine whether the overtime for the month being verified is representative of overtime received in other months. If the overtime is a one-time or sporadic source of income, income should be calculated based on the regular monthly income (without overtime).

7. Q: Am I verifying the household's eligibility at the time of application or its current eligibility?

A: Households that are selected for verification can submit income documentation from any point in time within one month before the application was certified through the time that the household is required to turn in their income documentation.

For Example:

A family whose income application is certified in August and who was sent Notification of Verification that required income documentation to be sent no later than November 15th, may turn in a check stub from any month between July and November.

- 8. Q: If a LEA chooses to do three percent verification, MUST it select three percent of the applications from each school in the LEA or is the sample selected from the LEA as a whole?
 - A: LEAs are required to select and verify a sample of their approved free and reduced-price applications. The LEA as a whole MUST meet the three percent sample. It does not mean that each school has to do three percent. The sample may be selected from one or more schools, or from the LEA as a whole, *provided that* the verification efforts are applied without regard to race, sex, color, national origin, age or disability. Also, any selection method MUST ensure that all applications are subject to being sampled; i.e., if the LEA has decided to select the three percent verification sample from only one school in the LEA, all applications in that one school MUST have an equal chance of being selected.
- 9. Q: If my sample size is 4.02 applications, do I verify four or five?
 - A: Partial numbers MUST be rounded up to the NEXT whole number; five applications must be verified.

- 10. Q: Do we have to maintain the actual documentation from verification, or just the results of verification?
 - A: LEAs are required to maintain three things: a description of their verification efforts, documentation of the verification and the results of the verification. The description **must** summarize the selection process and techniques, the total number of applications on file as of October 1, and the percentage or number of applications verified.

The applications selected must be readily retrievable by school, and the LEA must document correspondence between the selected households and the LEA or school. If the application is verified by documents submitted by the household, the LEA must either retain the documents or a photocopy; or, if that is not possible, the relevant information can be copied from the document. If the LEA chooses to copy the information, enough of a record must be retained from the document to verify eligibility, including the type of document, e.g., ATP card or pay stub, time period of eligibility or income, income shown on the document and the date of the document. LEAs must print the results page when directly verifying case number applications through CNP Direct Verification. If other sources are used to document eligibility, such as the FDPIR office or collateral contacts, records of those sources and the information received must be documented as well.

The LEA must also keep a record of any change in eligibility as a result of verification procedures, the reason for the change, and the date the change was made.

- 11. Q: When an advance notice of adverse action has been sent to a household, can I claim reimbursement for that child during the period covered by the advance notice?
 - A: Yes. The household must be given 10-calendar days advance notice that a change is being made in the child's eligibility status. During that time, the child must continue to receive free or reduced-price meal benefits and the LEA may continue to claim reimbursement for free or reduced-price meals served to the child during this period.
- 12. Q: What if I use other agency records and the agency does not provide a response before March 1st?
 - A: Any extensions to the Verification Report March 1st deadline MUST be approved in writing by the FNS. If the LEA contacted another agency well in advance of the Verification Report March 1st deadline, it has demonstrated good faith and would likely be given an extension. The LEA must still track those students terminated as a result of verification, but who were reinstated as of February 15th.

- 13. Q: If a household is paid weekly and submits a pay stub for a week, MUST I go back and ask for pay stubs for a whole month?
 - A: No. If the weekly pay stub is representative of what the household normally receives each week, one pay stub is sufficient.
- 14. Q: If a larger sample is selected, such as 5 percent, does the 5 percent have to be verified by November 15th?
 - A: The LEA only has to meet the minimum sample requirements, i.e., 3 percent under random sampling, by November 15th. The remaining 2 percent, while it must be completed, may be completed after November 15th and be completed as soon as possible. A Verification Report MUST be completed by **March 1**st each year on ADE's Common Logon.
- 15. Q: Can the determining official make an eligibility determination based upon other income sources that were not declared on the application but were known by the official?
 - A: No. The determining official MUST make the initial determination based upon the face value of the application. However, immediately after the application is approved, the LEA may begin the verification process on that application.
- 16. Q: What if the determining official suspects that there are other sources of income?
 - A: Any application that contains questionable information MUST be verified as soon as possible.

Acceptable Use Policy

This appendix contains the complete text of the Acceptable Use Policy of the Arizona Department of Education as of 5/13/02.

Acceptable Use Policy

The following policy covers the use of electronic communication networks and computer-based administrative applications of the Arizona Department of Education (ADE). This policy applies to all personnel using these intranet, extranet, internet, and administrative resources, including, but not limited to, officials and employees of schools, school districts, charter schools, and ADE.

Administrative applications may require the collection, storage, and transmission of sensitive, confidential, private, or proprietary information. Such information must be properly safeguarded at all times, and procedures to ensure its security must be adhered to. Such information should be accessible only to properly authorized personnel, and confidential or sensitive information must be securely encrypted during transmission over electronic communication networks.

Use of ADE electronic communication networks and computer-based administrative applications is limited exclusively to business related to ADE. Use for other purposes is not acceptable.

It is not acceptable to use ADE intranet, extranet, Internet, and administrative resources for any purposes, which violate U.S. or state laws. It is not acceptable to use these resources so as to interfere with or disrupt network users, services or equipment. Users agree to waive any claim and release ADE, its employees, and agents, from any claim, demand, liability, cause of action, or suit for damages arising out of use of ADE resources, including but not limited to any loss of stored data. Users understand and agree that each time they access ADE resources, they are bound by the terms of this agreement along with any changes or additions to this agreement and the terms of all ADE policies that are in effect at the time they access the system

Use of ADE resources constitutes acceptance by the user of the terms of this agreement.

Ownership of Internet-Related systems

ADE Internet-related administrative application systems are the property of the Arizona Department of Education. They are to be used for business purposes in serving the interests of the ADE and its clients and in the course of normal operations.

Monitoring

ADE reserves the right to monitor all usage to ensure proper working order, appropriate use, the security of data, and to retrieve the contents of any user communication in these systems.

Security and Proprietary Information

Information contained on ADE's Internet-related systems may be either public information or non-public information. Users are required to take all necessary steps to prevent unauthorized access to or disclosure of non-public information.

Access and Authentication

Users are required to keep their passwords secure and unknown to all other persons and shall not share accounts. Authorized users are responsible for the security of their passwords and accounts. Passwords should be changed quarterly and should be at least 8 alphanumeric characters. All default passwords must be changed and all guest or anonymous accounts are prohibited. Authorized users should take steps to prevent unauthorized access to their accounts by logging off when their workstation will be unattended.

Restrictions and Prohibitions on Use and Access

Communications and Internet access should be conducted in a responsible and professional manner reflecting commitment to honest, ethical and non-discriminatory business practice. In furtherance of these goals the following restrictions and prohibitions apply:

Data security

Users must safeguard their logon ID and password from disclosure to any person. Users may not access a computer account that belongs to another user. Users must use their own logon ID and password only, are responsible for all activity on their logon ID, and must report any known or suspected compromise of their ID to ADE Network Administration.

Unauthorized attempts to circumvent data security schemes; identify or exploit security vulnerabilities; or decrypt secure data are prohibited.

Attempting to monitor, read, copy, change, delete, or tamper with another user's electronic communications, files or software without the express authorization of the user is prohibited.

Knowingly or recklessly running or installing (or causing another to run or install) a program (such as a "worm" or "virus") intended to damage or place an excessive load on a computer system or network is prohibited.

Forging the source of electronic communications, altering system data used to identify the source of messages or otherwise obscuring the origination of communications is fraud and is prohibited.

To promote the efficient use and to avoid misuse of Internet-related systems, a copy of this policy statement will be distributed to and must be accepted by all users. Users are required to familiarize themselves with the contents of this statement.

ADE is responsible for protecting users and the system from abuses of this policy. Pursuant to this duty, the system administrator(s) may take any of the following actions reasonably appropriate to the nature of the offense:

Temporary reduction or suspension of computer system privileges.

Referral to the offending user's supervisor.

Permanent access revocation.

For misuse amounting to criminal behavior, referral to appropriate law enforcement agencies.

The ADE as necessary may review sanctions. Alleged violations will be reviewed on a case-by-case basis.

The United States Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.